



DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex
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Minutes of the Ditchling Parish Council Meeting held at Ditchling Village Hall, Ditchling on Tuesday 28th April 2026

Present: Cllrs Madden (Chair), Barna, Farrands, Ingham, Orme, Rowling, Sansom, Seddon and Stapleton

Tracey Euesden (Clerk)

Also Present

District Councillor Paul Mellor

1 Member of the public was present.

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| 161. | Public Participation. No matters were raised. |
| 162. | Apologies of absence – Apologies were received from Cllr Godley. |
| 163. | Declarations of Interest. Cllr Ingham declared an interest in agenda items 7.1 and 19.1 |
| 164. | To approve the minutes of the Parish Council meeting held on the 24th March 2026. The minutes of the meeting were APPROVED and duly signed by the Chair as an accurate record of the meeting. |
| 165. | Actions from previous minutes <ul style="list-style-type: none"> • Min 118. Pavilion Lease – Cllr Sansom to draft list of conditions for lease. Ongoing. • Min 150.1 Asset Devolution Working Group – Meeting to be arranged (Clerk) See agenda item. • Min 152.1 Streetlight – Insurance claim to be submitted (Clerk) See agenda item • Min 154.1 Dog Waste – Content to be created for posters / social media posts (Clerk) Ongoing • Min 157.1 Annual Parish Meeting – Presentations to be drafted in time for April Meeting (MM, PF,R Stapleton) . Completed • Min 159.2 Newcomers’ Party – Cllr Barna to attend. Completed |
| 166. | Clerk’s report and correspondence received. The Clerk’s report had been circulated with the agenda papers. Correspondence regarding the car park at the recreation ground had been received and will be added to a future meeting agenda for discussion. |

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| 167. | <p>167.1 Lewes District Council - Asset Devolution.- Update. The Car Park Working Group has created a list of questions which have been sent to Lewes District Council. Responses have now been received and the group will meet again shortly to consider these and report further at the next meeting.</p> |
| 168. | <p>Planning The following Applications were discussed.</p> <p>168.1 LW/26/0191 - Street Record Highbridge Lane, East Chiltington (Eton New Town). Scoping opinion under Regulation 15 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (as amended) in relation to a hybrid planning application for the development of a small market town to provide up to 3,000 homes, community and education facilities, employment space, and green/blue infrastructure. Councillors observed that the Environmental Impact Assessment does not make reference to the traffic impact of these proposals upon Ditchling and the Clerk was asked to contact the Planning Advisor responsible for this case to highlight this.</p> <p>168.2 SDNP/26/01274/HOUS – 32 Shirleys. Removal of first floor front balcony and erection of single storey front extension, and remodelling of front façade with new fenestration..</p> <p>It was RESOLVED to submit a comment of NO COMMENT</p> <p>168.3 LW/26/0194 - Land East of Ditchling Road, Wivelsfield, East Sussex. Screening Opinion under Regulation 6 of The Town and Country Planning (Environmental Impact Assessment) Regulations 2018 (as amended) for the development of up to 62 dwellings (under ref LW/26/0189). Councillors have only just been notified of this application so would review the documents and provide opinions to the Clerk by email.</p> <p>168.4. SDNP/23/05134/FUL. • Ditchling Rugby Club. It was reported that ground works had commenced at the Rugby field despite the applications to discharge the conditions not being received by the SDNPA. The Ditchling Society have been in contact with the Planning Officer who has suggested that as the applications are expected shortly, no action will be taken at present. The Clerk was asked to challenge this stance and to request that the works be halted until the applications are received and approved,</p> |
| 169. | <p>Streetlights</p> <p>169.1 Damaged Column on Farm Lane. Update and to consider insurance claim for replacement column and lantern. The Clerk reported that an insurance claim had been submitted and approved for the replacement of the column and lantern. The work order has been placed and should be completed within 12 weeks and the Clerk was asked to inform the residents of Farm Lane of this timescale.</p> |
| 170. | <p>Finance</p> <p>170.1 To approve schedule of payments for April 2026. The schedule of payments for April (with one additional Invoice received since the publication of the agenda) was APPROVED.</p> |

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| | <p>170.2 To Receive Bank Reconciliations for March 2026. Cllr Orme had reviewed the reconciliations which were NOTED.</p> <p>170.3 Notice of Internal Audit & to appoint Internal Auditor for 2026 / 2027 Financial Year. The Clerk reported that the 2025 / 2026 Year End Internal Audit will take place on 19th May. It was RESOLVED: That Mr Keith Robertson be asked to carry out the Internal Audit services for 2026 / 2027.</p> |
| 171. | <p>Recreation and Burial Ground</p> <p>171.1 Update on Playground Project. Cllr Farrands reported that the Playground project is nearing completion with a formal opening event taking place on Friday 1st May. The Contractor's invoice for the work is expected before the end of April and the Clerk had been in contact with the Council's bankers to find out the most efficient way of making the payment.</p> <p>171.2 Access points onto Parish land – update and to consider further action following responses from residents. Since the Council's resolution to offer licences to the affected property owners, cases have been made by some that their gates have been in situ for more than 20 years. Another resident has questioned the council's position when the fields are open with no obvious boundary marking. A discussion took place regarding the council's responsibilities to manage its land and boundaries and the importance of retaining control of access rights onto public land. It was suggested that Cllr Stapleton and the Clerk look at each individual case and provide responses to each of the residents and this course of action was AGREED.</p> <p>171.3 Burial Ground Extension – to consider commencing project to provide extra space for burial and cremation plots. The Clerk had recently been approached by residents for spaces in the Garden of Remembrance and by non-residents with ties to the local community for burial plots. However, the current position is that there are no vacant spaces in the Garden of Remembrance and due to the low number of available burial plots, these are not available to non-residents. The Clerk was asked to examine the historical records regarding what consents are in place and seek advice from East Sussex Association of Local Councils about the possibility of extending the burial ground.</p> |
| 172. | <p>Traffic Working Group</p> <p>172.1 Safer Crossing Points – To receive report from Cllr Stapleton. Councillors have been provided with notes from the latest meeting of the Working Group along with a feasibility report from Wilbar and Associates containing proposals for the crossings at Keymer Road, Beacon Road, Lewes Road (Jct with East End Lane) and Lewes Road (Recreation Ground). The next stage is for Wilbar to arrange a meeting with ESCC to discuss the proposals and obtain comments on the designs.</p> |
| 173. | <p>Annual Meeting of the Parish</p> <p>173.1 To discuss content and preparation for meeting. Draft speeches from the Chair, Cllr Farrands and Cllr Stapleton have been received and the final versions will be circulated prior to the event.</p> <p>Cllr Orme reminded Cllr Stapleton that whilst it is appropriate for the Traffic Working Group to make requests for funds for projects to the Full Council, the matter of the actual source of funding would be one for Full Council to decide.</p> |
| 174. | <p>Documents for Review</p> |

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| | 174.1 – DPC Community Resilience Flyer - The document was APPROVED . |
| 175. | Locum Services 175.1 – To Approve appointment of Locum Clerk to cover annual leave. It was RESOLVED: To approve cover to monitor emails and up to 2 days administration work during the period 11th to 24th June. The Locum cover as described was APPROVED . |
| 176. | 176.1 – Our Community in Flowers – To consider donation. Cllr Orme Proposed, Seconded Cllr Rowling and RESOLVED: To donate the sum of £50.00 |
| 177. | Events 177.1 Annual Meeting of the Parish 6 th May 2026 177.2 Next meeting date – 26 th May 2026 (Annual Meeting of the Parish Council) |
| 178. | Street Closure Application 178.1 Sussex Nomads Cycling Club. The street closure from the base of Upper Beacon Road (Ditchling Bostall) at the intersection with Underhill Lane to the top ending opposite the entrance to the Ditchling Beacon Car Park – Sunday 18 th October 2026 – 7.30am to 10.30am, was noted with NO OBJECTION . |
| 179. | CONFIDENTIAL SESSION. <i>Under the Public Bodies (Admissions to Meetings Act 1960. The press and public will be excluded from the following items on the grounds that the confidential matters to be discussed under item 142 below would be prejudicial in the public interest.</i> 179.1 Ditchling Gardens – To consider next steps following removal of the property from the market and agree new Terms of Reference for Ditchling Gardens Working Party. The notes from the Working Group’s meeting were APPROVED . |
| | Actions taken forward. <ul style="list-style-type: none"> • Min 118. Pavilion Lease – Cllr Sansom to draft list of conditions for lease. Ongoing. • Min 154.1 Dog Waste – Content to be created for posters / social media posts (Clerk) Ongoing • Min 168.3. - Write to Planning Officer regarding the commencement of works (Clerk) • Min 169.1 - Write to residents of Farm Lane (Clerk) • Min 171.3 - Research documents and seek advice on extension of burial ground (Clerk) • Min 176.1 - To arrange donation (Clerk) |

The meeting closed at 8.30 pm